

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Examination Unit Manager	
		Division and/or Subdivision Human Resources Management	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Manager I	
		Position Number 541-031-4800-006	
		Effective Date January 3, 2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the direction of the Assistant Personnel Officer, Workforce Development and Special Project (Staff Services Manager II), the Examination Unit Manager is responsible for planning, coordinating, and supervising the Examination Unit. The incumbent serves as a subject matter expert (SME) and is responsible for performing numerous, varied, high-level, and sensitive human resources related tasks. The incumbent must exercise a high degree of initiative and independence in this capacity and must have extensive knowledge of the State policies and procedures in the area of examinations. The incumbent is also the first level working supervisor responsible for the employees performing office and entry level through journey person level analytical work.		
20%	*Supervise, mentor, and coach examination analysts and support staff in their various assigned duties and programs; provide overall prioritizing of work assignments; establish goals, objectives, and provide job training to new analysts. *Promote proactive approaches to providing services, including developing and evaluating processes to enhance delivery of services to customers. *Develop plans to accomplish unit goals and objectives. *Responsible for annually updating duty statements, Letter of Expectation memorandums, Individual Development Plans (IDP), probationary reports, and performance management including preventative, corrective, and disciplinary actions as necessary. *Ensure staff complies with Department policy and California Department of Human Resources (CalHR) laws and rules.		
	*Develop policies and procedures to meet the requirements of newly enacted legislation, laws, rules and regulations, as prescribed by the control agencies. *Maintain and update existing policies and procedures, as needed. *Provide expert consultation services to management on policy and procedural matters related to examinations to promote a uniform application and ensure compliance with legal requirements. *Conduct examination development for higher level or sensitive examinations, to include, but is not limited to, a workplan, analysis, and coordination with Subject Matter Expert's (SMEs) in accordance with regulations and laws governed by the State Personnel Board (SPB) and the CalHR,		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: *This position may travel up to 10% of the time. This travel may be local or statewide and may involve overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Working Title of Position
Examination Unit Manager

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

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| 20% | *Coordinate and/or participate as a Chairperson on examinations. *Maintain the Chairperson listing for statewide participation. *Ensure compliance with CalHR provisions and civil service government codes. *Maintain a working partnership with CalHR on all Consortium Examinations. *Oversee the research and gathering of examination data to develop the Annual Examination Plan. *Collaborate with the Region and Headquarters Administrative Officers to ensure Subject Matter Participation in the Examination process. |
| 10% | *Respond to examination appeals and inquiries from CalHR. *May attend appeal hearings, as needed. *Attend CalHR Examination Supervisor Forum meetings monthly. *Attend Hiring Workgroup and Region meetings monthly. *May attend other meetings in the absence of the Staff Services Manager II, as required. |
| 5% | *Prepare Budget projections and expenditures for the Examination Unit annually. *Prepare bill analysis, as needed. Perform other job-related duties as required. |

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date